To: Graduate Academic Council (GAC)

From: Christy Smith, Chair
GAC Committee on Educational Policy and Procedures (CEPP)

Date: April 21, 2009

Re: Report and Recommendation

The GAC CEPP met on 4/21/2009. In attendance were C. Smith (Chair), J. McLaughlin, B. Shaw and Gerald Zahavi (guest). Attached is the report and recommendations from the Committee.

Revision to Shared Resource Courses Policy

The Committee was charged with reviewing a proposal to change the current policy on shared resource courses. Under the current policy (as approved by the GAC in 1972), shared resource courses (SRC) are “paired courses dealing with the same topic, one a 400-level (e.g., His 458, The Napoleonic Era (3)) and one an introductory graduate 500-level, (e.g., His 558 The Napoleonic Era (3)) that meet with the same instructor, at the same time, in the same classroom”. The proposal recommends that SRC be a course pairing of a 400 and 500 or 600 level course.

The rationale for the proposed change was that in some instances having undergraduates and graduates in the same classes would be mutually beneficial, certain programs and departments offer 600-level courses that are relevant and appropriate to juniors and seniors and in some departments there are 500- and 600-level courses that do not vary greatly in level of difficulty. Additionally, some undergraduate and graduate programs require the regular teaching of certain courses that can’t be covered separately with current faculty numbers. The Committee also took into consideration that there is evidence of documented 400/600 level shared resource courses that are currently being offered at the University. After careful consideration of the proposal and current University policy, the Committee agreed (3-0) to recommend that the proposal be approved with the following additions (noted with emphasis):

**SHARED RESOURCE COURSES**

Each department offering a graduate program may design and offer "shared-resources courses" within its total curriculum. "Shared-resources courses" are paired courses dealing with the same topic, one a 400-level (e.g., His 458, The Napoleonic Era (3)) and **one 500 or 600 graduate level** (e.g., His 558 or His 658, The Napoleonic Era (3)) that meet with the same instructor, at the same time, in the same classroom.

When developing shared resource courses instructors should insure that 1) course content is intellectually accessible to upper-level undergraduates 2) class
dynamics will not be degraded by the mixing of graduate and undergraduate students in the same class. The course description of the 400-level course should accurately describe its upper-division scope and responsibility. *Permission of the instructor to enroll in the course is required to insure preparedness of undergraduates for the course.* The course description of the graduate-level course should accurately describe its graduate scope and responsibility, and must include extra requirements such as the submission of a graduate research paper and/or of an additional weekly hour meeting or laboratory session to allow a deeper and more comprehensive examination of the subject than required at the undergraduate level.

Any department that proposes "shared-resources courses" in excess of five (5) must submit such excess courses to the Graduate Academic Council for review and approval.

**Revision to Graduate Incomplete Grading Policy**

The Committee was asked to review the current policy on time limits for incomplete (I) grades at the graduate level. A representative form the Registrar’s Office has been requested to submit an official proposal and to attend the next CEPP to present more information about the proposed change. The item has been moved to the next CEPP meeting agenda.